



Welcome to

Bramford Tennis Club

BRAMFORD TENNIS CLUB COMMITTEE MEETING – MINUTES

Date: Tuesday 2nd July 2024

Time: 19:45

Location: Bramford Sports Pavilion Portacabin

In attendance:

Graham Chappell (chairman)

Kirsty Maidment (club secretary)

Carl Douglas (head coach)

Thirza Dod (welfare officer)

Alison Sparrow (grants officer)

Sandra Bigley (newsletter officer)

Apologies:

Jo Marshall (social secretary)

1. AGREE PREVIOUS MINUTES:

All previous minutes were agreed.

2. MEMBERSHIP:

At the time of the meeting, around 70 members have signed up, with a small number still 'pending' (awaiting payment confirmation). Last year at this time, there had been 130 sign-ups. This decrease in numbers is likely down to a number of factors including the ongoing cost of living crisis and the fact that fewer family memberships have been renewed with parents choosing to renew only their child's membership. Family membership pricing should perhaps be revisited next year, to encourage the whole family to sign up and consideration for a one-off Wimbledon special offer may be worth considering (this was done in the previous season and attracted some additional families).

All automated email reminders have been sent but a final manual reminder will be sent to try to encourage a few more signups. A fuller understanding of membership numbers for the 2024-25 season should be available by the end of July.

The court lock codes now need changing and the court booking email will need to be updated to reflect this. All accounts that have not signed up will now automatically fall into a "lapsed" state and will no longer be able to book courts via the online system.

ACTION

Send final email membership reminder.

Change court lock codes.

3. PROJECT SMASH UPDATE:

Court 1 floodlight installation is now complete and the final invoice has been paid. A floodlight policy will be written to specify safe operation. Graham, Carl and team captains only will operate the floodlights after receiving training on how to raise and lower them.

In the summer months, the lights will remain lowered and raised only for matches. The lights can still be used in the lowered position, but coverage isn't optimal for match play. In the winter months, they will remain in the raised position, but will be lowered in the event of adverse weather.

The club hut container build has commenced at the supplier Portable Spaces near Stowmarket. Internal fabrication begins at the end of July, with an expected delivery date of the 8th August. Notices to local residents will need to be sent advising them of the crane that will be travelling to site to lift the clubhut into place.

The shed has been removed, and the base is now ready for delivery of the club hut. Ali is currently in possession of the shed contents. Bags of tarmac behind the shed will be kept for any future court repairs or floodlight work.

Groundworks and weeding were recently completed by Nick to a high standard, and his invoice has been received. The club will continue to ask Nick to complete maintenance work over the course of the year - this will likely be weeding 3 times a year and moss treatment twice a year.

ACTION

Carl - Write floodlight usage policy.

Graham - Contact Bob regarding clearing of items outside the adjacent container.

Graham - Pay Nick's invoice

Graham – Write to local residents to advise about crane route on 8th Aug

4. COACHING UPDATE:

Wednesday night's Tennis Xpress is being offered as tennis for free using the sports development fund and has proved popular. Carl will get in touch with the Tennis For Free (TFF) Charity in the hope that they can potentially fund half of the coaching fees for these sessions going forward once Sport England funding runs out.

There has been no uptake of men's only coaching sessions.

Carl is also considering running a Pickleball Xpress group, which would also be funded by the Sports England development fund. Following the trend of other local clubs, we could consider putting pickleball court lines down to accommodate this growing sport. 4 courts painted on court 1, would allow sessions to run on a single court with no disruption to other tennis activities that may be running. There is the potential for some outreach ventures, offering pickleball at outside venues, like Suffolk One. Once again this could be offered for free as part of our "outreach" into the local community using the sports development fund.

A Tennis 3's competition will run at 10:30am on Sunday 11th August as a celebration event following all the recent work on the club. This will be run as a 'free to members' event, where the club will pay Carl for his time. However, we could ask for donations to Young Lives vs Cancer. The club could potentially run a one-day membership offer. Carl to consider who the event will be open to, possibly different pools - adults only/families.

ACTION

Thirza - Send out questionnaire - include member's opinions on the club offering pickleball.

Graham - Contact Callum regarding Sunday morning court booking for 3's event.

5. SAFEGUARDING/WELFARE UPDATE:

First aid kit is currently on court 1 as the shed has been removed.

ACTION

Thirza - Liaise with Graham to arrange bulk order of ice packs, wipes and plasters.

6. AOB:

It was agreed that a ball machine usage policy must be written. Anyone wishing to use the ball machine will need training, and to sign a waiver. The ball machine is only available to adult members. Once the policy is written, a pilot of a few members, will indicate if any adjustments to the policy are required before opening up to other players.

The club night risk assessment has not been acknowledged by Callum. Graham has been in contact with Howden insurance to determine the minimum standard required when running a club night and any changes deemed necessary will be made once that advice is forthcoming. In the meantime, Thirza (Welfare) is giving consideration as to whether the risk assessment should be sent to all members who attend clubnight sessions,, asking that each member read and acknowledge it.

Ali is in the process of recycling balls from the shed. There are around 500, and with each sack of 250 balls being worth £30, the club should receive £60. Going forward, a bucket or potentially a specific recycling bin could be left on or near to the courts (possibly near the new clubhut) for disposal of used balls.

Next newsletter to include club hut/flood light development, upcoming 3's event and policy updates.

ACTION

Graham - Write a policy on ball machine use.

Graham – Setup a pilot group of members to check that ball machine policy and booking process is fit for purpose

Thirza – Consider whether to send risk assessment to all club night attendees.

Graham/Thirza – consider and action any necessary next steps once advice from Howdens is received

7. DATE OF NEXT MEETING:

Date: Tuesday 17th September

Time: 7:45pm

Venue: Bramford Sports Pavilion Portacabin